



HM Courts &
Tribunals Service

First-tier Tribunal General Regulatory Chamber Transport

Guidance notes for appellants - completing form DSA1: Appealing to the First-tier Tribunal

The General Regulatory Chamber is part of the First-tier Tribunal. It decides appeals from various jurisdictions, but the Transport list is concerned with decisions of the Registrar of Approved Driving Instructors.

Form DSA1-FTT is to be used to appeal to the General Regulatory Chamber of the First-tier Tribunal in appeals from decisions of the Registrar of Approved Driving Instructors.

Part A – About the appellant

We use the word **appellant** to describe a person who makes an appeal to the First-tier Tribunal.

A **representative** is someone who is helping the appellant, dealing with the correspondence and representing them at any hearing. If you have a representative, you should give their details in the boxes provided in this section, including their status (e.g. solicitor, accountant, consultant, etc). The First-tier Tribunal office will then correspond only with your representative.

Part B – About the respondent's decision

We use the word **respondent** to describe the person or organisation who makes the initial decision that the **appellant** is appealing against. In this jurisdiction they are the Registrar of Approved Driving Instructors.

Please give details of the decision you are appealing against.

Part C – Reasons for any delay

For appeals against a decision of the Registrar of Approved Driving Instructors, you should have appealed to the First-tier Tribunal **within 28 days** of the DSA decision if you are an Approved Driving Instructor or **14 days** if you are a trainee Instructor. You should, therefore, lodge your appeal as soon as possible.

If your application or appeal is late, you must show a good reason for the First-tier Tribunal to accept your application or appeal. **You must explain reasons for the delay.** The Tribunal may take into account the length of the delay, and other matters such as what is at stake, the potential importance of the case, etc., so you can also mention these as reasons. Use the box provided on the form or a separate sheet of paper if necessary. If you use a separate piece of paper, make sure it has your name on it.

Part D – Reasons for appealing

You must explain clearly why you think the decision you are appealing was wrong.

Examples of mistakes are:

- the decision-maker (the DSA) did not apply the correct law or wrongly interpreted the law
- the decision-maker had no evidence, or not enough evidence, to support its decision
- the decision-maker did not give adequate reasons (in the letter informing you of the decision)

This list is not exhaustive and you should explain in as much detail as possible why the decision **in your particular case** is wrong. If you are unsure whether the respondent was wrong you may wish to consult an adviser but you should not miss the time limits, as shown above, for sending in your application form.

The information you give on **form DSA1-FTT** will be treated as an important submission in the appeal. Therefore it is important that you provide all your reasons for applying in a short clear submission. You may use a separate piece of paper if you wish, but make sure it has your full name and is sent with the form.

Part E – Stay of decisions

If the decision-making body has made an order against which you could appeal, the order will set out when it is due to take effect. However, at that time the decision-maker may direct that if an appeal is made the time limit shall not take effect until the appeal has been concluded. If the decision-maker has not made such a direction you may apply to the Tribunal within 10 days of notice of the decision, supplying a copy of

the decision, and the Tribunal may itself make a direction if it considers that this is appropriate. You will need to act quickly so that the Tribunal has time to respond.

Part F – Declaration

Even if you have a representative, **you as the appellant must sign the form personally in Part F** (you can type your name if planning to email the form). Your signature will be taken as authority for the representative named in **Part A** to act for you. **The only exception to this rule is where the representative is a solicitor.** A solicitor is presumed to be acting on instructions and may sign the form on behalf of the appellant.

Sending form DSA1-FTT to the First-tier Tribunal

Keep these notes in a safe place so that you have a record of the address of the Tribunal Office.

Send **form DSA1-FTT**, and the documents listed at the end of the form, to the tribunal office within the **time** allowed (see the notes to **Part D** above). **If you are late**, you can still send in your form but you must explain the delay in **Part C** of the form.

All appeals to the First-tier Tribunal (Transport) should be sent to the address below:

**The General Regulatory Chamber
PO Box 9300
Leicester
LE1 8DJ**

You can email the form to grc@hmcts.gsi.gov.uk or fax it to 0870 739 4114.

You must enclose the documents listed at the end of the form. Otherwise, your appeal may be delayed or may not be admitted.

Contact the office if you are not told within a week that the form has been received.

These notes should be read when completing the Notice of Appeal form. More information is available at www.gov.uk/approved-driving-instructors-appeal-a-decision-by-the-registrar